

CLERK OF THE BOARD

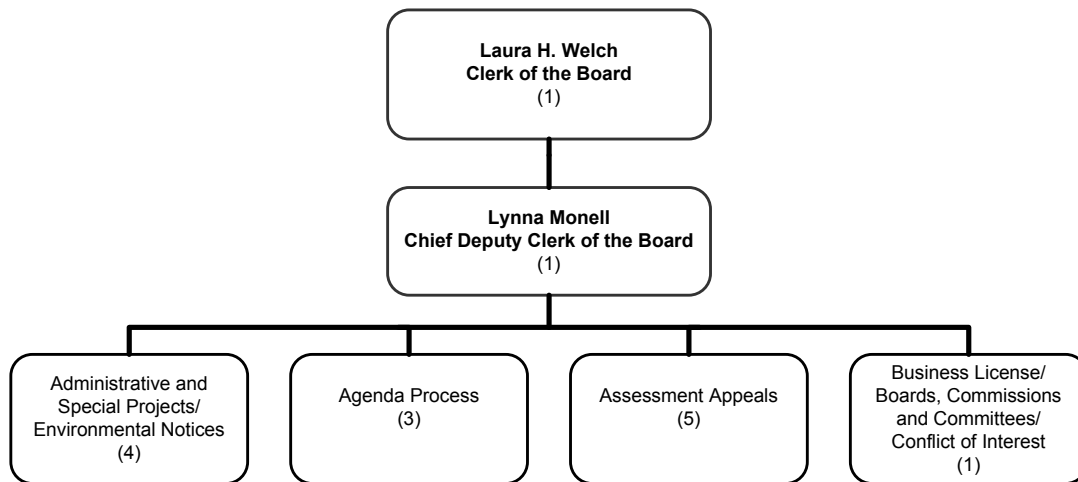
Laura H. Welch

DEPARTMENT MISSION STATEMENT

In support of the County Board of Supervisors, and in service to the public and fellow County staff, the Clerk of the Board of Supervisors: prepares and maintains records of actions taken by the Board of Supervisors; oversees membership of the County's boards, commissions and committees; licenses businesses operating in the County unincorporated areas; and facilitates the filing and hearing of appeals of assessed property valuations. Our service priorities are timeliness and accuracy. Our service commitments are courtesy and respect.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Reached disposition or two-year waiver filed for all 8,989 2010-11 Assessment Appeal applications, which met the November 30, 2012, statutory deadline.
- Implemented enhancements to the Boards, Commissions and Committees (BCCs) system:
 - Application Preview Screen – This allows applicants to preview information prior to submitting their online applications. This reduces duplicate filings and improves the accuracy of online submissions.
 - Enhanced functionality within the BCC System to allow for greater management and tracking of dissolved or re-created Municipal Advisory Commissions and Advisory Commissions upon the election or re-election of Supervisors or Countywide redistricting.
- Implemented a major upgrade to the Agenda Management System (AMS) in preparation for transition to a new streaming video vendor. This upgrade also provides greater system functionality to the Clerk's staff in support of the preparation and management of the Board of Supervisors' agenda and records.
- Implemented videoconferencing program at the Joshua Tree Government Center. This program leverages technology in order to provide constituents that live in remote areas the opportunity to participate in the Board of Supervisors' meetings via videoconference.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES**COUNTY GOAL: CREATE, MAINTAIN AND GROW JOBS AND ECONOMIC VALUE IN THE COUNTY**

- Objective(s):**
- *Provide stable governmental leadership, consistent decision-making and efficient processing to inspire confidence in investors.*
 - *Review and revise fees, processes and decision-making to ensure a business friendly environment.*

- Department Strategy:**
- *Increase electronic submissions of Assessment Appeal applications to improve the Department's ability to provide accurate, timely and efficient processing of applications.*
 - *Implement business practice changes related to submission of applications to improve turnaround time for issuance of new business licenses.*
 - *Implement business practice changes related to submission of applications to improve turnaround time for issuance of renewal business licenses.*

Measurement	2011-12 Actual	2012-13 Target	2012-13 Estimate	2013-14 Target
Percentage of electronic submission of Assessment Appeal Applications.	36.3%	40%	34%	40%
Turnaround time for processing of new business licenses.	60 days	29 days	24 days	20 days
Turnaround time for processing of renewal business licenses.	42 days	26 days	23 days	20 days

It is anticipated that the 2012-13 target for online Assessment Appeal Application submittals will not be reached due to not fully implementing outreach efforts in 2012-13. It is anticipated that the Department will perform increased and improved outreach efforts in 2013-14.

SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
<u>General Fund</u>						
Clerk of the Board	2,343,659	313,578	2,030,081			15
Total General Fund	2,343,659	313,578	2,030,081			15

5-YEAR REQUIREMENTS TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	2,017,276	2,013,815	1,840,615	1,851,963	2,343,659
Total	2,017,276	2,013,815	1,840,615	1,851,963	2,343,659

5-YEAR SOURCES TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	122,556	335,155	396,566	371,138	313,578
Total	122,556	335,155	396,566	371,138	313,578

5-YEAR NET COUNTY COST TREND

	2009-10	2010-11	2011-12	2012-13	2013-14
Clerk of the Board	1,894,720	1,678,660	1,444,049	1,480,825	2,030,081
Total	1,894,720	1,678,660	1,444,049	1,480,825	2,030,081



Clerk of the Board

DESCRIPTION OF MAJOR SERVICES

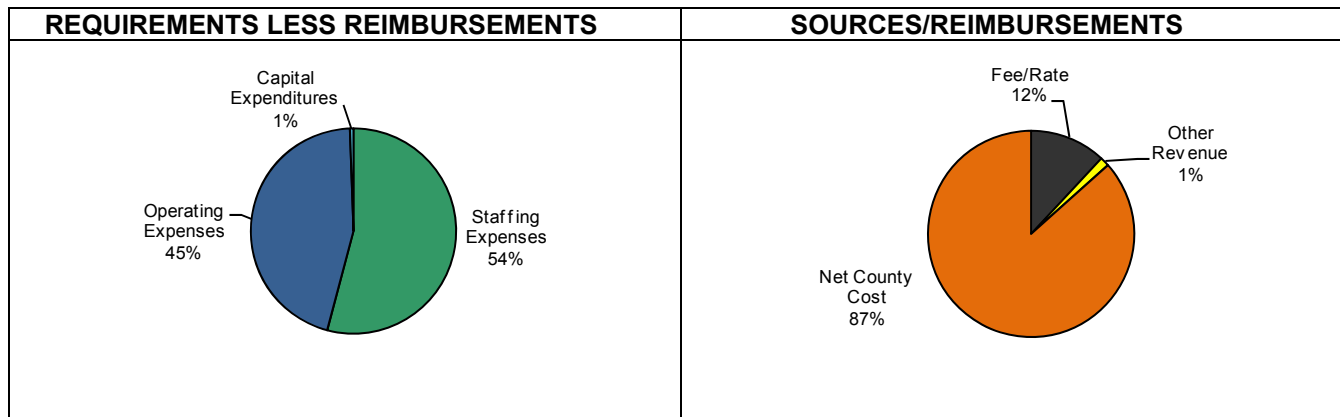
The Clerk of the Board (COB) provides legislative and administrative support services to the Board of Supervisors (BOS). The COB coordinates, prepares and maintains minutes, ordinances, resolutions, contracts, agreements and other official records and documents related to meetings conducted by the BOS. The COB coordinates the annual filing of financial disclosure documents in accordance with state law and local conflict of interest codes. The County has more than 200 advisory boards, commissions and committees (BCCs) and the COB maintains records and membership information for the County's BCCs. Responsibilities include posting of vacancies, processing of appointments and monitoring of ethics training for more than 1,000 BCC members.

Budget at a Glance

Total Requirements	\$2,343,659
Total Sources	\$313,578
Net County Cost	\$2,030,081
Total Staff	15
Funded by Net County Cost	87%

In accordance with state law, appeals of assessed property valuation are heard and determined by the County's Assessment Appeals Boards (AABs). The COB provides staff support to the AABs, facilitating the filing, hearing and disposition of thousands of appeals annually. The County requires that businesses operating in unincorporated areas obtain and maintain a valid business license. The COB receives, reviews, and processes business license applications and issues licenses for approved businesses. The COB also: receives, posts and files environmental California Environmental Quality Act (CEQA) notices in accordance with State Department of Fish and Game requirements; accepts summonses, complaints, planning appeals, requests for tax refunds and Board correspondence; and responds to hundreds of requests for information and documents from County staff and the public.

2013-14 RECOMMENDED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
	2011-12	2012-13	2012-13	2013-14					
Authorized Positions	Final	Adopted	Modified	Recommended					
Regular	11	10	10	12					
Limited Term	2	3	3	3					
Total	13	13	13	15					
Staffing Expenses	\$1,095,488	\$1,086,413	\$1,086,413	\$1,268,452					

ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Clerk of the Board
FUND: General

BUDGET UNIT: AAA CBD
FUNCTION: General
ACTIVITY: Legislative and Administrative

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
Requirements							
Staffing Expenses	1,312,033	1,270,932	1,095,469	1,010,448	1,086,413	1,268,452	182,039
Operating Expenses	704,044	730,064	745,127	757,892	765,550	1,062,207	296,657
Capital Expenditures	0	0	0	0	0	13,000	13,000
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,016,077	2,000,996	1,840,596	1,768,340	1,851,963	2,343,659	491,696
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	2,016,077	2,000,996	1,840,596	1,768,340	1,851,963	2,343,659	491,696
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,016,077	2,000,996	1,840,596	1,768,340	1,851,963	2,343,659	491,696
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	72,435	294,306	352,329	290,741	325,638	279,453	(46,185)
Other Revenue	50,122	40,848	44,218	34,625	45,500	34,125	(11,375)
Total Revenue	122,557	335,154	396,547	325,366	371,138	313,578	(57,560)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	122,557	335,154	396,547	325,366	371,138	313,578	(57,560)
Net County Cost	1,893,521	1,665,842	1,444,049	1,442,974	1,480,825	2,030,081	549,256
Budgeted Staffing					13	15	2

MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

The majority of the COB expenses consist of staffing expenses to support functions of the Board of Supervisors and Assessment Appeals processing. Operating expenses of \$1.1 million include costs related to office supplies, vendor service contracts, Application Development Maintenance and Support Costs and assessment appeals costs. This budget includes \$13,000 in fixed assets to fund a network infrastructure upgrade to support the implementation of a new contract for video streaming hosting services which will provide public access to live and archived Board of Supervisor's meetings and other streamed events.



BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$491,696 which includes an increase of \$182,039 in staffing expenses due to the addition of 1 Staff Analyst II and 1 Board Services Specialist position as well as higher retirement costs. Increases in operating expenses totaling \$296,657 are primarily associated with higher COWCAP charges and the inclusion of Information Technology charges in the COB's budget. Sources are decreasing by \$57,560 primarily due to an anticipated reduction in the number of Assessment Appeals applications and fewer environmental notice filings.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.3 million fund 15 budgeted positions of which 12 are regular positions and 3 are limited term positions.

Staffing changes for 2013-14 include the addition of 1 Staff Analyst II and 1 Board Services Specialist. The Staff Analyst II position will perform records retention and management duties, assume budget, fiscal and reporting duties, and other administrative functions within COB. The Board Services Specialist position will be assigned to reception, perform the majority of the business license duties and provide back up for agenda related functions. The addition of these positions will reduce the reliance on hiring temporary help, provide relief for the existing workload, and achieve the departmental goal of providing consistent customer service and training.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration/Special							
Projects/Environmental Notices	6	0	6	4	0	2	6
Agenda Process	3	0	3	3	0	0	3
Assessment Appeals	2	3	5	5	0	0	5
Business License/Form 700	1	0	1	1	0	0	1
Total	12	3	15	13	0	2	15

Administration/Special Projects/Environmental Notices		Agenda Process		Assessment Appeals	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Clerk of the Board of Supervisors	2	Senior Board Services Specialist	1	Board Services Technician
1	Chief Deputy Clerk of the Board	1	Board Services Specialist	1	Board Services Specialist
1	Board Services Supervisor	3	Total	3	Assessment Appeals Processor
1	Staff Analyst II			5	Total
1	Executive Secretary III				
1	Board Services Specialist				
6	Total				
Business License/Form 700					
<u>Classification</u>					
1	Board Services Specialist				
1	Total				

